DEM Status Report Dashboard

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

Reporting Period

September - October 2024

Agency Sponsor

Jeremy Smith

CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation

The Change Champion Network dial reflects the completeness of your CCN makeup.

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:
- Unique Filled Role = 10
- Duplicate Filled Role = 12
- Vacant Role = 0

RW Task Completeness:

Score = 97.50%
- Submitted Complete = 39
- Submitted Incomplete = 1
- Completed After Submission = 0

RW Task Timeliness:

Score = 97.46%
- Submitted On Time = 56
- Submitted Late = 10
- Pending Submission = 0

Meeting Participation:
- Meetings Attended = 5
- Meetings Missed = 0

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items

Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date
N/A	Technology	531	Remediate Agency Business Systems based on Segment II	04/29/24	10/04/24	100% - Submitted	10/03/24		Submission Complete	
Direct	Data	541-A	Complete Configuration Workbooks for Segment IV	07/22/24	09/06/24	100% - Submitted	08/28/24		Submission Complete	
N/A	Data	542	Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	07/22/24	10/18/24	100% - Submitted	10/15/24		Submission Complete	
N/A	Processes	543	Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	10/15/24		Submission Complete	
N/A	Technology	544	Update Agency Business System Documentation for Segment IV	07/22/24	10/18/24	100% - Submitted	11/05/24	Changed Segment IV to Documentation Update Complete per instructions	Submission Complete	
Direct	Technology	545-A	Update and Finalize Florida PALM Conversion Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/15/24		Submission Complete	
Direct	Technology	546	Update Florida PALM Interface Inventory for Segment IV	07/22/24	10/18/24	100% - Submitted	10/15/24		Submission Complete	
N/A	Technology	547	Remediate Agency Business Systems based on Segment III	07/22/24	12/13/24	50% - In Progress				
Direct	People	549	Submit Training Survey	08/12/24	09/20/24	100% - Submitted	09/20/24		Submission Complete	
Indirect	People	536-B	Create Agency Specific User Acceptance Testing Plan	08/19/24	10/11/24	100% - Submitted	10/10/24		Submission Complete	
Direct	Data	541-C	Complete Configuration Workbooks for Segment IV	08/26/24	10/04/24	100% - Submitted	10/10/24	Appropriate Speedkey added to row 659 for overtime	Submission Complete	
N/A	N/A	551	Submit Bimonthly Agency Readiness Status Report	08/30/24	09/11/24	100% - Submitted	09/10/24		Submission Complete	
N/A	N/A	552	Manage Agency Specific Implementation Schedule, Risks and Issues	08/30/24	10/31/24	100% - Submitted	10/31/24		N/A	
Direct	Technology	550-B	Participate in Technical Meeting to Receive Credentials and Access	09/03/24	09/13/24	100% - Submitted	09/05/24		N/A	
Indirect	Technology	553	Prepare for Interface Testing	09/16/24	10/18/24	100% - Submitted	10/16/24		Submission Complete	
Direct	Technology	554	Participate in Connectivity Testing for Cycle 1 Interface Testing	09/16/24	10/04/24	100% - Submitted	09/27/24		Submission Complete	
Direct	Data	541-D	Complete Configuration Workbooks for Segment IV - General Ledger (GL)	10/07/24	11/01/24	100% - Submitted	10/25/24		Submission Complete	
Direct	Data	555-A	Complete Data Cleansing Based on Mock Conversion 1 - Projects (PCC001)	10/07/24	11/22/24					
N/A	People	559	Share Florida PALM Updates	10/14/24	10/25/24	100% - Submitted	10/25/24		Submission Complete	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25					
Direct	Data	555-B	Complete Data Cleansing Based on Mock Conversion 1 (CTC001, GMC001, and PCC002)	10/28/24	11/22/24					
N/A	N/A	562	Submit Bimonthly Agency Readiness Status Report	11/01/24	11/12/24	100% - Submitted	11/12/24		Submission Complete	
N/A	N/A	563	Manage Agency Specific Implementation Schedule, Risks and Issues	11/01/24	12/27/24					
Direct	Data	555-C	Complete Data Cleansing Based on Mock Conversion 1 (AMC001 and POC001)	11/08/24	12/06/24					

People	**Processes**	**Technology**	**Data**
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.

People

__Implementation:__

Planned Florida PALM End Users = 40

• Business Process Groupings = 13/13

Identified Subject Matter Experts = 20

• SMEs by Business Process Grouping

- Account Mgmt. and Financial Reporting = 2

- Accounts Receivable = 1

- Asset Accounting and Mgmt. = 2

- Banking = 1

- Budget Mgmt. and Cash Control = 4

- Contracts Mgmt. = 6

- Disbursements Mgmt. = 7

- Grants Mgmt. = 8

- Inter/IntraUnit Transactions = 2

- Payroll Mgmt. = 4

- Projects Mgmt. = 1

- Revenue Accounting = 3

- System Access and Controls = 3

Role Mapping = TBD

Training = TBD

Processes

__Current-State:__

Cataloged Business Processes = 35

• Related Business Systems = 3

• Related Reports = 21

• Documentation Status:

- Complete = 31 Partial = 0 Not Started = 0

__Implementation:__

Impacted Agency Business Processes = 35

• Related Business Process Groupings = 6

• Planned Spreadsheet Uploads = 3

• **Level of Impact: People Changes**

- High = 0 Medium = 0 Low = 30 None = 5 Uncertain = 0

• **Level of Impact: Processes Changes**

- High = 1 Medium = 15 Low = 11 None = 8 Uncertain = 0

• **Level of Impact: Technology Changes**

- High = 1 Medium = 3 Low = 16 None = 15 Uncertain = 0

• **Level of Impact: Data Changes**

- High = 0 Medium = 3 Low = 6 None = 26 Uncertain = 0

• **Segments I & II Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 35

• **Segment III Documentation Update Status**

- Not Started = 0 In Progress = 0 Complete = 35

Technology

__Current-State:__

Cataloged Business Systems = 7

• Criticality:

- High = 6 Med = 0 Low = 0 None = 1

• Documentation Status:

- Complete = 2 Partial = 2 Not Started = 1

Cataloged Interfaces = 0

- Inbound Interfaces = 0

- Outbound Interfaces = 0

__Implementation:__

Business Systems Planned for Integration = 4

• **Segment I - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

• **Segment II - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

• **Segment III - Documentation Updates:**

- Complete = 0 Updating = 0 Evaluating = 0 Not Started = 0 Not Needed = 2

Planned Interfaces = 24

- Inbound Interfaces = 6

- Outbound Interfaces = 15

Data

__Current-State:__

Unique FLAIR Data Elements = 71

• **Associated Unique Uses = 71**

- Continued Use - Yes = 48

- Continued Use - No = 0

• **Associated Business Systems = 22**

Cataloged Reports = 41

• **Criticality:**

- High = 24 Med = 9 Low = 7 None = 1

__Implementation:__

Segments I & II Planned Configurations = 6/9

• **Accounts Receivable (AR)**

- Planned Distribution Codes = 10

• **Asset Management (AM)**

- Planned Location Codes = 38

- Planned Associated Area ID's = None

• **Commitment Control (KK)**

- Planned Option = Option # 1 - Track with Budget

• **General Ledger (GL)**

- Planned Budgetary Value Combo Edits = 149

- Planned Local Funds = None

- Planned Organization ID's = 28

- Planned OA1's = 14

- Planned OA2's = None

Segment IV Planned Configurations

- Started = 1 Not Started = 1

Conversions & Data Readiness

• Conversions Needed = 12

• Agency Data Outside of Primary Source System(s) = 0

• **Data Readiness/Cleansing Status:**

- Complete = 8 In Progress = 0 Not Started = 0 Not Applicable 0

Reports = TBD

Agency Reported

The Risks, Issues, Assumptions and Readiness Activities tables below display only items that were opened/logged, closed/resolved or active during the reporting period.

DEM Risks

Critical Operational Elements	Risk Description	Status	Risk Rating	Mitigation/Response Strategy	Reporting Period Comments or Updates	Date of Status Change	Owner / Coordinator
Processes Data	If life to date balances are not transferred either as a datum or as a concept between FLAIR grant tracking and PALM project costing then a system of balance tracking processes will need to be built to managed life to date reporting, meaning process complexity will be added to the Finance team	Open	6 (Medium/High)	The FDEM Finance team is building it's reporting effectiveness to increase the agility of building reporting structures to the necessary level to meet this challenge	Newly Added	10/31/24	Michael Braun
Technology Data	If the PALM interfaces do not cover all required data elements as currently engaged by DEMES to FLAIR connections, then either the elements will need to be accessed via the data warehouse or DEMES will need to be changed to interact correctly with the new PALM structure, meaning cost will be added to the DEMES development project.	Open	6 (High/Medium)	DEMES development assets have been onboarded to the PALM project to project any issues that may arise and attempt to port all elements of PALM on top of the FLAIR structure	Newly Added	10/31/24	Michael Braun
Processes	FDEM performs several disaster management functions that have historically required an override to obligate agreements (encumbrances) that exceed budget authority. We will need this override capability in PALM or we risk being unable to perform disaster management functions in a timely manner.	Open	4 (Medium/Medium)	Our agency liason has discussed this risk with the Readiness Coordinator and Budget specialist Robert Hicks. We have concluded that the needed functionality will be included in the final AP module. Once this exception/override process is documented we will close this risk.	Issue newly added, but discussions have been ongoing since Dec./Jan of last fiscal year.	07/26/24	Michael Braun/ Karen Peyton
People Processes Data	EOG and DEM interfaces and elements are under the same OLO umbrella. Could lead to increased lead time in access aspects of processes or reporting confusion when summarizing agency workload	Open	4 (Medium/Medium)	Working directly with Kelley Sasso in EOG to put process agreements in place.	Captured after first round of Segment IV Configuration	08/28/24	Michael Braun
Processes Technology	If the payroll processes built in PALM cannot support the needs of the FDEM Payroll team, then the payroll system currently managed by FDEM IT may need continuing support meaning the Payroll process may become more complex/expensive	Open	2 (Medium/Low)	Highlighting Payroll within UAT as an important module with downstream impact so we can quickly close or escalate this risk	Identified during payroll configuration tasks, captured later	10/31/24	Michael Braun

Processes Technology	Many projects related to DEM incidents are built by an enterprise business system Florida PA. If the Florida PA development team is not aware of the inbound and outbound Project information interface needs the process of creating projects related to an incident may become more complex	Open	1 (Low/Low)	Will socialize with Florida PA users and then the poc for those users to ensure the appropriate interface conversation is had	Issue newly added after Segment IV workshop 90.1 Project Management	08/01/24	Michael Braun
Processes Data	If stale funds are carried over into the project costing module then the day to day operation of project accounting will increase in complexity meaning the project costing module will create less value for the accounting team	Open	1 (Low/Low)	The budget team in the finance bureau has been tasked with clearing stale funds/project ids out of our system	Newly Added	10/31/24	Michael Braun
People	If PALM is seen as creating work or uncertainty then the finance team will be unwilling to explore further functionality, meaning the FDEM agency my have trouble with accounting post PALM launch	Open	1 (Low/Low)	Communication about PALM including changes and updates is ongoing, frequent and positively positioned	Newly Added	10/31/24	Michael Braun

DEM Issues

Critical Operational Elements	Issue Description	Status	Priority	Resolution Plan	Reporting Period Comments or Updates	Planned or Actual Resolution Date	Owner / Coordinator

DEM Assumptions

Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments or Updates
People Processes Technology Data	The Division will be able to process all financial activity in order to adequately report to our grantors and all requestors to continue to assist in financial management of the Division's missions and objectives	Logged	09/06/23	FDEM	No change.
Technology Data	Connecting to interfaces within PALM will be supported by a request process that is not difficult to navigate AFTER launch	Logged	10/31/24	DEMES; FDEM IT; Slalom Development Team	No change.
Processes	There will be a process to change, add, remove speedkeys after launch. The knowledge center is up to date on exceptions and speedkey expectations.	Logged	10/31/24	Finance;	No change.
Data	The PALM Data Warehouse will be accessible by appropriate agency staff for self service reporting	Logged	10/31/24	DEMES; FDEM IT; Slalom Development Team; Finance	No change.

DEM Agency-Specific Readiness Activities

Critical Operational Elements	Activity Description	Date(s)	Impacted Stakeholder(s) and/or System(s)	Objective	Reporting Period Comments or Updates
Technology Data	Technical Testing Preperation	09/05/24	IT, DEMES	Prepare for interface transfer form FLAIR to PALM	9/5/2024
People Processes	FDEM Finance Change Management Preperation Meaning	09/17/24	FDEM Finance	Using the COLAB material to plan with the FDEM finance team how to approach change management around PALM	New Addition
People Technology	FDEM Finance/Slalom Data Pipeline Planning	09/19/24	Finance, IT, DEMES	Sitting with the project management from Slalom to discuss how to best enter the new requirements from PALM into the DEMES project plan	New Addition
Processes Data	Payroll System Team Meeting	09/24/24	Finance, IT	Breaking down the Payroll process and discussing how the new PALM functionality lets us sunset the existing Payroll system	New Addition
People Processes	CMS Process Meeting	10/22/24	Finance	Breaking down the interest reapportionment process and updating the processes to backfill changing roles in order to fill out the configuration worksheets	New Addition
People Technology	FDEM Finance/Slalom Data Pipeline Planning #2	10/24/24	Finance, IT, DEMES	Refreshing our conversation around building a data pipeline, offering support for project ingestion process and improving the schedule based on new information	New Addition

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

☐ **Confirm** *

Submit

DEM Status Report Confirmation

Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
September - October 2024	Jeremy Smith	jeremy.smith@em.myflorida.com	11/12/24
July - August 2024	Jeremy W. Smith	jeremy.smith@em.myflorida.com	09/10/24
May - June 2024	Luke Strickland	luke.strickland@em.myflorida.com	07/11/24
March - April 2024	Luke Strickland	luke.strickland@em.myflorida.com	05/10/24
January - February 2024	Luke Strickland	luke.strickland@em.myflorida.com	03/11/24

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